

***Berkeley County Government***

**JOB OPENING – EXTERNAL POSTING**

**FORECLOSURE SPECIALIST (PS100677)**

**DEPARTMENT: MASTER IN EQUITY**

**JOB SUMMARY/ESSENTIAL FUNCTIONS:** Performs a variety of financial functions that are related to the foreclosure process including maintaining an accurate accounting of all bids and deposits; balancing bank statements; and disbursing funds in accordance with guidelines and regulations. Calculates interest on all bids and prepares monthly reports on sales and court orders for SC Court Administration. Works closely with the Finance Department to ensure an accurate accounting of all departmental funds. Assists external auditors in completing the audit by assisting in the preparation of work papers, reports, etc. Other duties may include preparation and tracking of Departmental Budget. Performs other related duties as assigned.

**QUALIFICATIONS:**

High school graduate or equivalent and two years (2) years related accounting experience. Experience in a legal office reconciling accounts and receiving payments desired. Associate's Degree in Accounting or a related field preferred. The ideal candidate has strong accounting, customer service, interpersonal and organizational skills. **Candidates lacking accounting experience will not meet the desired criteria for this position.**

Intermediate Word and Excel knowledge required for this job. Data Entry/Basic Skills test score of **74** is required for this position. A Word score of **50** required for this position. An Excel score of **45** required for this position.

Departmental testing may be administered during interview.

Completed degree(s) that are not required but are beneficial may partially be considered as work experience.

Valid driver's license for South Carolina. Must have safe driving record.

A criminal background check will be completed on selected applicant if a current one (less than 3 years old) is not on file.

**PHYSICAL REQUIREMENTS:**

This position requires the employee to frequently sit and use hands to handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**SAFETY INFORMATION/DUTIES:**

Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

**HOURS OF WORK/MISCELLANEOUS DUTIES:**

Thirty-seven and one half (37.5) hours per week. Monday through Friday from 9:00 a.m. until 5:00 p.m. with the ability to work flexible hours after 5:00 p.m. when necessary. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. May be required to work extra hours and to perform extra or different duties during emergency situations.

Please visit our website at [www.berkeleycountysc.gov](http://www.berkeleycountysc.gov) for an application or contact the Human Resources Department at 1003 Highway 52, Moncks Corner, SC (719-4163); Charleston (723-3800 ext. 4163), St. Stephen (567-3136 ext. 4163).

**BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.**

**Foreclosure Specialist - Grade C16**  
**Entry Level Bi-Weekly Pay Range: \$979.71 - \$1126.67**

**Date of Posting: 04/23/12**  
**Closing Date: Subject to close at any time**